

Certificate of Compliance

This certifies that the

Orlando/Central Florida Chapter

Has successfully met the requirements and is in full compliance
with standards set for a local chapter by the
National Association of Residential Property Managers.

12/21/2009



2009 President



National Association of Residential Property Managers



Executive Director



National Association of Residential Property Managers

Chapter Certificate of Compliance

Due December 1, 2009

PURPOSE: NARPM® must ensure that chapters are viable entities, capable of delivering the services expected by members of the Association. Chapter leadership must be accountable for their fiduciary and legal duties. This form can be downloaded in form fill edition at <http://www.narpm.org/chapter-services/support-services.html> and click on 2009 Chapter Certificate of Compliance

The undersigned officers of the NARPM® Orlando Chapter certify that the chapter completed this Certificate of Compliance and submitted the required documents as noted on this certificate.

GOVERNANCE REPORTING	
1.	Attach a list of the names and positions of the upcoming Board of Directors and committee chairs for the Chapter <u>Attached</u>
2.	Have chapter bylaws changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
3.	Have chapter articles of incorporation changed this year? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If yes, attach copy to this report and highlight changes.
4.	Attach copies of minutes for each Board of Directors meeting. Chapters are required to meet and maintain corporate minutes and other records as designated by state law and chapter bylaws.
5.	Chapter officers assume their respective offices: January 1 <input checked="" type="checkbox"/> Other: Specify
6.	Date of fiscal year: Calendar year <input checked="" type="checkbox"/> Other: Specify
7.	The chapter maintains a minimum membership of seven (7) NARPM® Professional/Support Staff members. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
8.	Does the chapter maintain a FDIC bank account in the chapter's corporate name Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Name of Banking Institution: <u>Wachovia</u>
9.	The chapter has filed a Corporate Annual Registration Report/Renewal for the state in which it is registered for this calendar year? *Send NARPM® an up to date copy of corporate annual registration report/renewal Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If not required check here <input type="checkbox"/> Other reason:
CHAPTER FINANCIAL REPORTING	
10.	Attach copy of financial statement for current year. <u>Attached</u>
11.	Attach copy of proposed annual budget for the following year. <u>Attached</u>
12.	Attach copy of federal tax return. If no return attached: Not required <input checked="" type="checkbox"/> Other reason
13.	Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice (e-Postcard) form 99-N. (more information can be found at www.irs.gov/charities). Did the chapter file notice? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If no, why not:

Other items:

23. Rate the health of the chapter (1 - 10, 10 being highest) 9

a. If answer is 7 or less, what barriers does the leadership face in getting the chapter going?

b. If answer is 7 or less, what resources would be helpful from national (i.e.: Speakers, mentoring, etc.)

c. If answer is 8 or above, what are the cool things the chapter is doing that other chapters might like to hear about? 1) Offering Education class to help get the designations and to increase their professionalism.

Chapter Officers' Signatures Certifying Review and Approval of Chapter Certification:

Shawn Beard 12/18/09
Current Certification Year President/Date

Jayci Grana 12/18/09
Current Certification Year Incoming President/Date

CHAPTER RE-CERTIFICATION REQUIREMENTS

The certification requirements were developed to maintain fair, specific procedural standards for the chapters and to protect the legal accountability of the national association. The NARPM® Board of Directors determines each chapter's recertification status after consideration of recommendations submitted by the Regional Vice President and the Membership Committee.

Submission Requirements

- Certificate of Compliance signed by the Chapter President and President-Elect/Vice President serving in Current Certification Year.
- Supporting materials as requested.

2010 Meetings

January 14 th	Board Meeting
February 18 th	Luncheon Meeting – RHPros (3 hours)
March 11 th	Board Meeting
April 15 th	Luncheon Meeting – Appfolio, Harry Heist?
May 13 th	Board Meeting
June 17 th	Luncheon Meeting – Harry Heist?
July 8 th	Board Meeting
August 19 th	Luncheon Meeting – Lee Phillip
September 9 th	Board Meeting
October 21 st	Luncheon Meeting – Dick Fryer?
November 11 th	Board Meeting
December 16 th	Holiday Luncheon Meeting

NARPM
National Association of Residential Property Managers
January 8, 2009

Time: 8:00 AM

Minutes: were reviewed and approved.

Treasurer report: November statement a balance of \$6,845.84, lost \$273.00 for the year. Christmas party only one person did not show.

Membership: Orlando Chapter has 99 members and 74% have renewed.

Communication: Michelle Brassard what can property managers do to help lenders in foreclosures?

Education: Tina Lopez , February Joan Corby workshop – Call to Action. April 16, 2009, Dan Norman, Top 10 Selling, June 18, 2009, Harry Heist, and August 20, 2009, Fred Thompson.

Legislative: Steve Fewelling, legislatures are still going over the budget.

Old Business: Looking for a place large enough to host Harry Heist's Seminar, maybe Crown Plaza, or Sheraton in Maitland.

New Business: Fred Thompson – Mike Nelson with Rental Homes Professional. How you can do a CMA.

June 18- 19, 2009, National Board will be here and we want to invite them to come during our luncheon.

Jayci – Marketing the Chapter to the public put an ad in the Sentinel, Jessica will call for prices. Also in ORRA ads.

February Luncheon: Mike Nelson workshop NARPM software. – 9:00 am to 11:00 am, Joan Corby – 11:30 to 1:00.

Meeting adjourned.

NARPM
National Association of Residential Property Managers
March 12, 2009

Time: 8:00 am

Secretary Report: Minutes reviewed and noted the correct spelling of Steve FLEWELLING. Minutes approved.

Treasurer report: January we made \$498.75 and February we lost \$593.06. A projector was asked for but was not used for the February luncheon cost was \$500.00. A suggestion was made that NARPM purchase a projector, Jessica will check on the prices.

Membership: 96 members down 4 members. Jill mentioned to make of a list of names to call and a script for each volunteer so all will be promoting the same information, and then schedule a follow up call. Jessica suggested sending out a blast e-mail for volunteers.

Affiliates: Corey said we need sponsors for Harry Heist seminar. Shawn would like for the seminar to be held at the Lake Buena Vista Palace because it could accommodate 230 to 250 people. Corey will check with the Sheraton hotel to see if we can have a larger room. Maybe Rentals Homes PRO would sponsor Harry Heist seminar. April: Dan Norman is a motivational speaker from 9:00 am to 11:00 am and Costal Reconstruction at 11:30 to 1:30.

Jill Boles is on the Property Management Council for ORRA and said that Steven David will be there and Melissa Prandi.

Communication Chair: Michelle Bassard said we should promote our web site to the National level have the benefits of joining NARPM, the monthly magazine Residential Resource and new members.

Education Chair: Tina Lopez – October meeting we will have Albert Oaten, Christmas Party and in February 2010 Rental Homes Pro all day workshop. We would like to have more information from Mike Nelson about Rental Homes Pro to put on our web site and their Logo.

Corey said Rick Copely speaker on Managing time Wisely and suggested that we connect with the YMCA to become an affiliate and any member that brought in a new "Y" member would be given a discount and that fee would be donated to a Scholarship program.

MOTION: Jayci made a motion that we pursue this program. Motion passed.

Legislative Chair: Steve Flewelling informed us about 8 new bills that are very important to us as Realtors and Property Managers.

Legislative Days March 24-25th sponsored by FARPM and everyone is invited to come. FAR website & Florida Realtors.org are two websites to find information about the new bills, particularly Bill 809 reducing the eviction filing fees.

Jayci suggested that we add the minutes to the NARPM web site or a summarized version for all the members to read so they know what their Board is doing for them or hand out at the luncheon.

Meeting adjourned.

NARPM
National Association of Residential Property Mangers
ReMax 200
May 21, 2009

8:00 am Meeting was called to order and a quorum was established.

Minutes: were reviewed and approved.

Treasurer report: April luncheon lacked attendees; total cost of luncheon \$1,500.00 compared to income of \$950.00. We really need to have our luncheons sponsored, saved us no charge for our speaker. June & August there will be no charge for speakers. Costal Construction mentioned they would pay half of the sponsorship fee, will contact Home Rentals Plus & Florida Rental Ads.

Membership: Jill Boles, we have according to National 88 members.

Affiliate: Corey VanDyke said that some of our regular Affiliates have not renewed their membership and not many have agreed to sponsoring a luncheon.

Webmaster: Corey VanDyke everything is up and going.

Communications: Michelle Brassard

June Luncheon: Will be held at the Wynnham Buena Plaza hotel at Lake Buena Vista, June 18, 2009, Time: registration 8:00 am to 9:00 am (Jill & Jessica registration & Michele greeter), Tina Lopez & Marty Roberts 50/50, Costs members \$45.00 non-member \$50.00.

Education: Tina Lopez speakers for 2009, Harry for June, August will be Fred Thompson, October is Albert Oaten from Afilo and December Christmas party. April, 2010 Lee Phillips.

Legislative: Steve Flewelling reported on the Legislative results of the some of the bills pertaining to Realtors, Foreclosure was vetoed, Septic Systems is still very active, requiring more investigation, Eviction filing fee was reduced from \$250.00 to **\$180.00**, Limit increase to 5% for non-homestead owners. A special meeting will be held on May 26, 2009, by Scott Planktown.

Michelle adjourned the meeting.

NARPM

National Association of Residential Property Managers
Orlando/Central Florida
September 10, 2009

Minutes: were reviewed and approved with one correction; Law Seminar by Harry Heist was held at the Lake Buena Vista Palace.

Treasurer report: 41 members at August luncheon, profit \$25.00 – July/August expenses \$642.65 – Profit \$121.00 – Balance in account \$6,131.77.

Membership: 95 members. National has grown 6% and Orlando 7%. Jill has received new membership applications.

Affiliate Chair: Corey VanDyke reported we have 23 Affiliates. Dan Lopez will be 2010 Affiliate Chair person.

Webmaster: Corey VanDyke; said that there are some things we cannot change on the site but there are two ways to log into the system. He is trying to learn more about enhancing the site and searching the best way to list our member and Affiliate directory; one button for the Affiliates and one for members.

Communication: Michelle Brassard, National is still working on their directory. 250 have signed up for the National NARPM convention. Early bird ends September 30th.

Education: Tina Lopez said October 2010 speaker will be Dick Fryer, Core Law.

Legislative: Steve Flewelling reported that Seminole County voted down the storm drain issue. City of Lake Mary had a second meeting on registration for rental property.

Motion: Past President is responsible to order the outgoing Presidents Plaque.

Shawn said that Diana would be in charge of the Baby DJ for our Christmas Party. Board members bring a raffle gift and ask the Affiliate to donate a raffle gift. Members bring an unwrapped gift.

Meeting adjourned.